



Minutes NV IT Operations Committee (NITOC)

| | |
|-----------------|--------------------------------------|
| DATE | November 13, 2003 |
| TIME | 1:30 PM |
| LOCATION | Kinkead Conference Room, Carson City |
| RECORDER | Maggie Thorne |

ATTENDANCE

| Chair Name | Present | Co-Chair Name | Present |
|---|----------------|---|----------------|
| Terry Savage, Chair E-Gov | ✓ | Bob Beers, Co-Chair E-Gov | |
| Mike Hillerby, Chair, Strategic Plan | | Alisanne Maffei, Co-Chair, Strategic Plan | ✓ |
| Kathy Ryan, Chair, ITPOC | ✓ | Roberta Roth, Co-Chair, ITPOC | ✓ |
| Chuck Connor, Chair, IT Workforce | ✓ | Vacant, Co-Chair, IT Workforce | |
| Mark Blomstrom, Chair, Tech. Standards & Architecture | | Dave McTeer, Co-Chair, Tech. Standards & Architecture | ✓ |
| Teri J. Mark, Chair, NERC | ✓ | Vacant, Co-Chair NERC | |
| Alan Rogers, Chair Justice IT Integration | ✓ | Vacant, Co-Chair Justice IT Integration | |
| Randy Potts, Chair, Security | ✓ | Jerry Beauchamp, Co-Chair, Security | |

Other attendees

| Name | Name |
|---------------------|------------------|
| Janice Rhodes, DETR | Pam Sutton, DoIT |

CALL TO ORDER

Terry Savage called the meeting to order at 1:30 pm

REVIEW OF MINUTES AND AGENDA CHANGES

A MOTION WAS MADE BY DAVE MCTEER AND SECONDED BY ALISANNE MAFFIE TO APPROVE THE MINUTES FROM THE AUGUST 14 AND OCTOBER 9 MEETINGS. MOTION CARRIED.

CHAIRMAN REPORT

Terry discussed the following items:

Due to issues raised at a recent ITPOC meeting regarding the Tax Project, a meeting with the Department of Tax was held and those issues were resolved.

The IT Optimization Study will be kicking off. A consultant has been hired and a Study Committee will be formed shortly.

Homeland Security Commission is marching forward. The Public Safety radio issue is also going forward. Dave McTeer will be going before the IFC to provide a status and things are progressing smoothly. In addition, the NV Communications Steering Committee (NCSC) has received \$300K to hire a consultant to due the requirements study for long-range interoperability for the State. The NCSC will be developing a project plan and if anyone is interested in seeing the timeline for this project they may contact Maggie Thorne.

DECISIONS¹

| Item No. | Decision |
|----------|--|
| 1. | A revision of PSP 2.05(B) Statewide IT Policy and Oversight Structure was reviewed and discussed. <u>A MOTION WAS MADE BY ALAN ROGERS AND SECONDED BY ALISANNE MAFFEI TO APPROVE THE PSP WITH MINOR REVISIONS. MOTION CARRIED</u> |
| 2. | A revision of PSP 5.01 Personal Computer Software Replacement and Upgrades was reviewed and discussed. Alan Rogers requested that action to approve this PSP and the others (5.02 and 5.03) be postponed until members had a change to discuss them with their agencies. A few changes were recommended and it was agreed that Maggie would make the revisions, have George Hollingsworth combine 5.02 and 5.03 into one PSP and that revised copies would be distributed to NITOC members to review with their agencies. These PSPs would then be placed on the December Agenda for action. |

AGENDA ITEMS

| | |
|----|---|
| 1. | Restructure of E-Gov and Tech Architecture Pam Sutton reported that the premise of the E-gov Committee has changed. She indicated that web business has become institutionalized and money is not available for e-gov. She recommended that the Committee be disband. Terry Savage agreed and indicated he would relay this to the Governor who created the Committee and ask that he officially disband the Committee. A letter will go out from Pam Sutton to the Committee members indicated that any concerns they have on e-gov should be directed to NITOC. |
| 2. | PSP 4.62 Randy Potts indicated that PSP 4.62 would not be revised as requested and that NDOC would receive their temporary exemption. |

COMMITTEE REPORTS

| | |
|----|--|
| 1. | IT Project Oversight – Kathy Ryan indicated that the Committee continues to meet monthly and oversee projects. She also announced that Roberta Roth would be switching chairs with her on the Committee and would be the Chair and she would take the co-chair position effectively immediately.. |
| 2 | NERC – Teri Mark reported that the Records Committee recently approved the NERC by-laws and that the next meeting would be held December 2. |
| 3 | IT Work Force – Janice Rhoades reported that Personnel met with the Committee and agreed to work with the IT Work Force in making minor revisions to the ISS Series without performing an occupational study. She indicated that Personnel were also receptive to combining some series specs. |
| 4. | Justice IT Integration – Alan Rogers reported that the proposal has been presented to Marybel Batjer, but in lieu of her recent departure, his director was checking to see if it had been passed to Mike Hillerby. If not, then they would have to present another copy for his review. |
| 5 | Strategic Planning – Alisanne Maffei reported that a Committee meeting is scheduled for December 3 and that one agenda item would an IT Project Prioritization planning process/mechanism. |
| 6 | Tech Standards & Architecture – No Report. |
| 7. | Security – No Report |
| 8. | E-Gov – No Report - See Action Item 1. above |

¹ *Decision:* Reaching a conclusion... particularly in response to a course of action.

ACTION ITEMS²

| Item | Opened | Description | Assigned | Due | Closed |
|-------------|---------------|--|-----------------|---------------|---------------|
| 9. | 7/11/02 | Draft inter-committee working relationship policy statement. | Terry Savage | Sometime Soon | |

OTHER ISSUES

None

ADJOURNMENT

The meeting was adjourned at 3:35 PM.. Next meeting scheduled for December 11, 2003 at 1:30 pm.

² *Action Item*: A commitment to complete an action or an assignment.